

Minutes of the Finance Committee

Monday, October 25, 2010

Chair Haukohl called the meeting to order at 8:32 a.m.

Present: Supervisors Pat Haukohl (Chair), Bill Zaborowski, Pamela Meyer, and Jim Heinrich. Rob Hutton arrived at 8:38 a.m. **Absent:** Ted Rolfs and Dave Falstad.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Budget Manager Keith Swartz, Employee Benefits Administrator Pete Hans, Administration Director Norm Cummings, Senior Financial Analyst Bill Duckwitz, Budget Specialist Linda Witkowski, Senior Financial Analyst Clara Daniels, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Inspector Steve Marks, Business Manager Lyndsay Johnson, Community Development Coordinator Glen Lewinski, Accounting Services Manager Larry Dahl, Senior Planner Sandy Scherer, and Legislative Associate Mary Pedersen.

Schedule Next Meeting Date(s)

- November 3

Discuss and Consider 2011 Capital Projects, Debt Service, and the Non-Departmental Budget (General Fund, Health & Dental Insurance Fund, Contingency Fund)

Cummings, Duckwitz, and Hans were present to discuss this issue. Cummings said the Health & Dental Insurance Fund will increase \$433,500 or 2.1% in 2011. The reason it is only going up that much is because 2010 costs were less than what had been budgeted. Efforts were made to keep this budget more transparent by moving it to this internal service fund.

Hutton arrived at 8:38 a.m.

The proposed 2011 Non-Departmental Budget lists revenues at \$23,518,800, a decrease of \$16,100 or 0.1% from the 2010 budget. The county tax levy is budgeted at \$375,000, a decrease of \$50,000 or 11.8%. Expenditures are budgeted at \$23,893,800, a decrease of \$66,100 or 0.3%. Cummings reviewed the strategic objectives, financial summaries, and program highlights.

MOTION: Zaborowski moved, second by Meyer to tentatively approve the 2011 Non-Departmental budget. Motion carried 5-0.

Witkowski and Cummings discussed the proposed 2011 Debt Service budget. Cummings said we will not have another issue drop off this next year because last year we paid two issues off together early. Therefore, we are putting more money in for 2011 than we otherwise would. A total of \$13,305,000 in county tax levy is budgeted for Debt Service, an increase of \$300,000 from the 2010 budget.

MOTION: Heinrich moved, second by Meyer to tentatively approve the 2011 Debt Service budget. Motion carried 5-0.

Cummings and Witkowski reviewed the proposed 2011 Capital Projects budget. Net expenditures are budgeted at \$16,675,000, an increase of \$2,282,500 or 15.9% from the 2010 budget. This includes \$2,550,000 in county tax levy, an increase of \$120,000 or 4.9%.

MOTION: Zaborowski moved, second by Heinrich to tentatively approve the 2011 Capital Projects budget. Motion carried 4-1. Hutton voted no.

Hutton voted no, primarily because he is opposed to the new Health & Human Services Building and he may recommend pulling the parks/bathroom project from the Capital Projects Plan at tomorrow's County Board meeting.

Discuss and Consider Issues Presented at the October 20th Finance Committee Public Hearing
This agenda item was not taken up as there were no public comments.

Discuss and Consider Amendments to the 2011 Waukesha County Operating Budget
Mader advised that proposed amendments to the 2011 budget are due at noon, next week Tuesday. Luczaj explained Amendment FIN-1 which adds the \$1,578,260 three-year grant for the CJCC Alcohol Treatment Court Program to the budget.

Haukohl was concerned this essentially expands government and she would like to see an evaluation to ensure this is a good use of taxpayer money. Luczaj spoke of the high costs of placing offenders in jail. Out of 115 program graduates, only ten have received another (fourth) drunk driving offense since the inception of the program.

MOTION: Meyer moved, second by Heinrich to approve Amendment FIN-1. Motion carried 5-0.

Ordinance 165-O-056: Expenditure Of Seized Funds – Amend The 2010 Sheriff's Department Budget For Multiple Purchases

Johnson and Marks discussed this ordinance as outlined which authorizes the department to participate in a federal program which transfers forfeited assets (seized funds) to those state and local agencies that contributed directly to the seizure of that property. A total of \$25,270 will be used to purchase 12 self-contained breathing mask microphones, one battery analyzer to recondition radio batteries, uniforms for the Tactical Unit and Honor Guard, two shields for the Tactical Unit, computer equipment and Spillman interface to allow for barcoding of evidence, ear protection and tazer holsters, and two currency counters.

MOTION: Heinrich moved, second by Hutton to approve Ordinance 165-O-056. Motion carried 5-0.

Ordinance 165-O-055: Execute Subgrantee Agreements, HUD Grant Agreement And Funding Application For Final Statement Of Objectives And Projected Use Of Funds And Expenditure For Community Development Block Grant (CDBG) And Home Investment Partnership (Home) Programs For The 2011 Program Year

Copies of the ordinance, as amended by the Executive Committee, were distributed. Mader explained it as a wording change that was made for consistency purposes. Lewinski discussed the ordinance which authorizes the County Executive to execute agreements with the Federal Government to accept up to \$4,050,000 of CDBG and Home Investment Partnership grants and

program income. This includes \$3,100,000 in subgrantee HUD grant funds and \$950,000 in program income.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 165-O-055. Motion carried 5-0.

Ordinance 165-O-053: Approve Request Of Department Of Parks And Land Use To Accept State Of Wisconsin Department Of Natural Resources NR115 Lake Protection And Planning Grant Funds

Scherer explained this ordinance to accept a \$5,000 grant to partially offset the cost of updating the County's Shoreland and Floodland Protection Ordinance, to be in compliance with new state regulations.

MOTION: Meyer moved, second by Zaborowski to approve Ordinance 165-O-053. Motion carried 5-0.

Approve Cash Register Float Increase in Sheriff's Department

Dahl discussed this item as outlined in the memo from Sheriff's Department staff dated 10-14-10. As part of the countywide cashiering project, Internal Audit has recommended dual cash drawers for two of three registers at the Sheriff's Department. The main impetus behind the request is that there are two staff responsible for conducting transactions at each of the two registers or four staff responsible for cashiering functions at the two registers. The dual cash drawers will insure that there is no co-mingling of funds from the two cashiers. In order to implement that request, the department needs to double the float money so that each of the cashiers has the ability to make change for customers. Therefore, the records register needs to increase the float from \$30 to \$60 (or \$30 for each drawer) and the process register needs to increase the float from \$100 to \$200 (or \$100 for each drawer).

MOTION: Zaborowski moved, second by Hutton to approve the cash register float increase in the Sheriff's Department. Motion carried 5-0.

Future Agenda Items

- Update on Waukesha County Economic Development Corporation (WCEDC) Activities (Zaborowski)
- Update on Waukesha County Tourism Activities (Haukohl)
- Update on Activities on County Contributions to Wisconsin River Rail (Haukohl)

MOTION: Hutton moved, second by Zaborowski to adjourn at 11:40 a.m. Motion carried 4-0. Meyer was absent for the vote.

Respectfully submitted,

Pamela Meyer
Secretary